UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: Cotton State and County Offices

Retrieving Cotton Online Processing System (COPS) E-Mail Messages
Through BBS and Netscape Communicator

Approved by: Deputy Administrator, Farm Programs

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1 Overview

A
Background

Cotton County Offices have reported problems with retrieving COPS e-mail messages, in particular the "Statement of Charges Due CCC".

The "Statement of Charges Due CCC" is a document sent to Cotton County Offices that have forfeited cotton loans in which warehouse storage and/or receiving charges due from the producer were paid by KCCO. The County Office notifies the applicable producer that these charges must be refunded to CCC by the producer. See 7-CN, paragraph 528.

The reasons for existing e-mail problems include:

* incorrect e-mail addresses

* users not properly accessing the BBS Message Center or Netscape Communicator to retrieve e-mail messages.

As a result, County Offices have not been obtaining the "Statement of Charges Due CCC" in a timely manner. It is important that this information be received and reviewed by County Offices to determine what warehouse charges are due from the applicable producer.

Disposal Date	Distribution
October 1, 2000	Cotton State Offices; State Offices relay to applicable County Offices

1 Overview (Continued)

**B
Purpose**

This notice provides instructions to:

- cotton State Computer Specialists to obtain correct e-mail addresses for all cotton County Offices

- users on how to access COPS e-mail through BBS

- users on how to access COPS e-mail through Netscape Communicator.

2 Obtaining Correct E-Mail Address

**A
State Computer
Specialist
Instructions**

Cotton State Computer Specialists shall:

- obtain valid e-mail addresses from **all** cotton County Offices

- provide correct e-mail addresses to Kimberly Graham, PSD, User Requirements Branch, as soon as possible, but not later than May 1, 2000, by either of the following:

  - FAX to 202-690-3307
  - e-mail to **KGraham@wdc.fsa.usda.gov**.

3 Instructions for Accessing COPS E-Mail Through BBS and Netscape

A
BBS   Follow this table to access COPS e-mail through **BBS**.

Step	Action	Result
1	On the PC Desktop, do the following: • double click the "Start" button • select "Programs" • select "USDA Applications" • single click on the "Worldgroup" icon.	The Worldgroup Manager window will be displayed.
2	Double click on the "USDA Information System" icon.	The Log On ID window will be displayed.
3	Do the following: • enter the BBS user ID • PRESS "Tab" • enter the BBS password • click the "Ok" button.	The FSA Information Systems - Main Systems Menu will be displayed. A message will appear if a new e-mail has arrived.
4	Do the following: • on the new e-mail notification, click on the "GO" button • single click on the "Message Center - Forums and E-mails" icon.	The Message Center window will be displayed showing e-mail messages according to date, who the e-mail is from, and topic. Under topic, invoices for producer collection will be titled "Receivable Invoice # FY Invoice Number". E-mails with attachments will have a paper clip on envelope icon.
5	Double click on the e-mail to open.	E-mail will be displayed in the Inbox Message window. The Worldgroup software does not directly open attachments. Downloading the attachment is required.
6	To download the file: • single click on "File" on the menu bar • single click on "Download" to download the attachment • note where the file is being downloaded.	When the file has finished downloading, it can be opened in Microsoft Word.
7	To exit BBS: • click on "File" on the menu bar from the Message Center window • click "Exit".	The Main System Menu will be displayed.

3   Instructions for Accessing COPS E-Mail Through BBS and Netscape (Continued)

B
Netscape
Communicator

Follow this table to access COPS e-mail through **Netscape Communicator**.

Step	Action	Result
1	On the PC Desktop, double click on the "Netscape Communicator" icon.	The Profile Manager box will be displayed.
2	Do the following: • select a personal profile name • single click on "Start" • single click on "Communicator".	The Inbox Netscape Folder will be displayed.
3	Single click on the "Get Message" button.	The Password box will be displayed.
4	Enter the password.	New e-mail messages will be downloaded and displayed in bold by subject, sender, and date.
5	Single click on the bolded messages titled "Receivable Invoice # FY Invoice Number".	The e-mail message will be displayed. If there is an attachment to the e-mail, it will be indicated with a paper clip.
6	To open the attachment, locate the text icon below the typed message. If applicable, use the down arrow to the right of the message box to scroll to the bottom of the message. Single click the file name highlighted in blue.	The attachment will open and the invoice will be displayed. To print the invoice, go to step 7.
7	To print the invoice, click on "File" on the menu bar.	A drop down menu will be displayed.
8	Single click on "Print".	Print screen will be displayed.
9	Click on "OK".	The invoice will be printed on the printer.
10	To exit from the attachment: • single click on "File" on the menu bar • from the drop down menu, single click on "Close".	Netscape Communicator will be displayed. To exit Netscape Communicator, single click on "File" and click "Exit".

C
Additional
County Office
Action

Cotton County Offices shall contact State Computer Specialists if additional assistance is necessary to retrieve COPS e-mail messages.